



DEPARTMENT OF THE ARMY
104TH AREA SUPPORT GROUP
UNIT 20193, BOX 0001
APO AE 09165-0001



17 NOV 2003

AETV-HUG-Z

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family Readiness Group (FRG) Fundraising

1. References

- a. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.
- b. AR 600-20, Army Command Policy, 13 May 02.
- c. AR 600-29, Fund Raising Within the Department of the Army, 1 Jun 01.
- d. UR 608-2, Family Support System, 12 Aug 98, and Change 1, 23 Oct 98 to UR 608-2, Support System, 12 Aug 98.
- e. DA Pam 608-47, A Guide to Establishing Family Support Groups, 16 Aug 93.
- f. IMA-E/USAREUR guidance on FRG Fundraising activities, to be published.

2. Effective immediately, FRG Fundraising will be conducted as follows within the 104th ASG:

- a. Family Readiness Groups may conduct fundraising activities in the vicinity of and outside their unit area (i.e., PX, Commissary, Shopettes). Family Readiness Groups will submit written requests for authority to conduct fundraising activities to the BSB DCA. DCA will ensure that the FRG is registered with ACS and obtain the BSB Commander's approval of each fundraising activity (Commanders may delegate this approval to their Deputy). A sample request for approval is enclosed. Requests should include, if applicable, approval from the activity where the fundraising event is to take place (for example, the Commissary or PX manager).
- b. Following each event, FRG's will complete an enclosed after action report, provide one copy to the BSB and retain the original for their records.


AETV-HUG-Z

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- c. Base Support Battalion DCA's will issue further implementing instructions as appropriate.
- 3. Point of contact for this memorandum is the ASG DCA at 322-1350.

2 Encls

- 1. Sample FRG Fundraising Request
- 2. Sample FRG Fundraising After Action Report


GEORGE A. LATHAM II
COL, SF
Commanding

DISTRIBUTION:

"A"

DATE

MEMORANDUM THRU Director of Community Activities

FOR BSB Commander

SUBJECT: Request for Approval of FRG Fund Raiser

1. Request authority for the _____ to conduct a fund raising event at the
(Unit FRG)
_____ on _____
(Identify Facility) (date)

2. Specific purpose is to

3. Approval of the facility manager where the fundraising event is to be held, if appropriate, is provided as an enclosure.

(Signature) FRG Leader

Unit Commander Concurrence _____

FRG FUNDRAISER AFTER-ACTION REPORT

EVENT NAME: _____

DATES OF EVENT : _____

TOTAL SALES / RECEIPTS: _____

EXPENSES: _____

TOTAL EXPENSES: _____

NET INCOME: _____

EVENT POC: _____

TYPED NAME

SIGNATURE & DATE

UNIT CDR REVIEW _____

SIGNATURE & DATE